

Mastering Your HR Generalist Role

Intended Audience	Mid-Career (3+ years of experience)	Delivery Options	<ul style="list-style-type: none">• 2-Day In-Person (Onsite or Seminar)• 4-Week Virtual
HR Competency	HR Expertise Behavioral Competencies	Recertification*	SHRM: 15 PDCs

Program Overview

If you are a mid-career HR generalist, or if you are moving from a specialist to a generalist role, this comprehensive learning program is perfect for you! In each module, you will explore in-depth today's business challenges; and you will have opportunities to apply your existing HR knowledge to practical scenarios, case studies, discussions, and competency-based activities. You will learn to establish your professional credibility and gain stakeholder support, and you will network and learn from your peers and an expert HR practitioner.

Program Objectives

This program is designed to provide you with the knowledge and skills necessary to:

- Apply SHRM-based behavioral competencies and U.S. employment laws with actionable skills to be more effective in your Generalist role
- Gain stakeholder support by using metrics to build a business case for HR initiatives
- Illustrate best practice communication principles to create credibility throughout the organization
- Assess your strengths and abilities to determine your unique career path as an HR Generalist



*Visit shrm.org/educationalprograms for the most up-to-date recertification credit

Program Modules

This program includes the following modules:

- Module 1: Introduction
 - SHRM's HR Competency Model
- Module 2: Establishing Credibility
 - The core functions of an HR Generalist
 - The six stages of the employee lifecycle
 - Identifying stakeholders
 - Alignment with the organization
 - Selecting and using metrics
 - HR budgets and understanding basic financial terms
- Module 3: Communicating with Stakeholders
 - Collaborating with Stakeholders
 - Manage communications and training
- Module 4: Critical Generalist Challenges
 - The importance of documentation
 - Handling difficult employee situations
 - Terminations
 - EEO
 - FMLA
 - Employee handbooks
 - HR compliance audits
- Module 5: Career Development for the HR Generalist
 - The many paths of a generalist
 - Developing your unique path
- Module 6: Conclusion



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